



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

March 29, 2018
Web Conference

Minutes - General Business Meeting

1. Call to Order – Colin Stock
 - a. Time
 - *The meeting was called to order at 1:03 p.m. by President Colin Stock.*
 - b. Self-introductions
 - *The following members and guests were in attendance:*

<i>Jim Auser (BSK Associates)</i>	<i>Chris Pollack (Kleinfelder)</i>
<i>Jeffrey Cannon (Youngdahl Consulting Group)</i>	<i>Augie Smarkel (Mid Pacific Engineering, Inc.)</i>
<i>Miki Craig (CCTIA)</i>	<i>Colin Stock (Testing Engineers, Inc.)</i>
<i>Terry Eglund (Testing Engineers, Inc.)</i>	<i>Dan Ventura (Construction Testing Services)</i>
<i>Ed King (Inspection Services, Inc.)</i>	
2. Approval of Minutes
 - a. December 14, 2017
 - *Postponed to next meeting*
3. Financial Report
 - a. Income Statement (*handout*)
 - *Executive Secretary Craig provided the financial report as of February 28th. Revenues year-to-date are \$11,750.00, with expenses totaling \$2,448.27, leaving a net increase in reserves of \$9,301.73.*
 - b. Balance of Account
 - *The balance of the checking account at February 28, 2018 is \$22,510.39.*
4. Committee Reports
 - a. ASTM – Jeffrey Cannon
 - *Director Chris Pollock reported the C9 subcommittee is balloting a change that will require the ticket number of each load to be included on the concrete compression test reports.*
 - b. SEAONC CQA – Terry Eglund
 - *Chair Terry Eglund reported the CQA has formed a subcommittee to continue work on the Special Inspection Guideline update. Director Jim Auser commented the work is moving very slowly. The main committee will review the subcommittee's work upon completion.*
 - c. FAQs – Colin Stock
 - *No report*
 - d. NCAWNV ACI Certification – Chair TBD
 - *Executive Secretary Craig reported classes are now booking in July and beyond.*
 - *Director Jeffrey Cannon reported CCRL will provide the masonry lab technician practical exam, and the written exam may be taken online, eliminating the need to go through the Chapter programs.*
 - e. Caltrans JTCP – Jim Auser
 - *Director Auser reported all CSULB classes to date have been cancelled. The university is having difficulty hiring instructors for the JTCP.*
 - *IA's have been told all personnel must use the JTCP, they are no longer allowed to provide in-house services.*
 - *The next Caltrans JTCP Advisory Committee meeting is scheduled to be April 27th, tentatively at CSULB.*
 - f. DSA – Augie Smarkel
 - *No report*
 - g. Membership – Jim Backman/Elizabeth Clarke
 - *No report*
 - h. Communications – Tim Rodriguez
 - *No report*
 - i. Professional Development – Elizabeth Clarke
 - *No report*



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- j. Programs – Elizabeth Clarke
 - *President Stock apologized for the confusion around the joint meeting with ASCE that presented the Oroville Dam Spillway repairs. He will attempt to get the presentation rescheduled for CCTIA members later in the year.*
 - *President Stock noted he would really like to push programs this year. He has reached out to SIC for a potential joint meeting, and would like to see an update on Youngdahl's masonry grout study. Member Terry England recommended a firestopping program.*
5. Old Business
 - a. Intertek Qualified Personnel (IQP) Program per OSHPD PIN 67
 - *Member Ed King attended a recent program a couple of weeks ago. Nanci Timmons was the presenter, so he had an opportunity to bring up the Intertek issue. She was distracted, but did indicate she was pushing to have the program be a one-time certification fee.*
6. New Business
 - a. Laboratory Accreditation Inspections
 - *Director Cannon commented that during a recent inspection, CCRL was really scrutinizing paperwork (forms). DSA Liaison Augie Smarkel reported his firm had recently been through two inspection – AMRL and CCRL – and noted changes in R18 and E329 are causing the auditing bodies to really stress cross-referencing on documents. Director Pollack noted there are separate fees to review to both R18 and E329, so fees have noticeably increased at CCRL. Liaison Smarkel commented CCRL is still cheaper than AMRL. Director Pollack reported several firms have complained to AASHTO, who oversees CCRL. Steven Lenker is the Director – Construction Materials Reference Laboratories, and may be reached at email slenker@ashtoresource.org or phone 240-436-4770.*
7. Adjournment
 - a. Time
 - *There being no further business, the meeting was adjourned by President Stock.*
 - b. Next meeting
 - *The next meeting date and location will be announced.*

Respectfully submitted,
Miki Craig
Executive Secretary

CCTIA
Operating Statement

	2018		
	Month 2/28/18	Actual YTD 2/28/18	Budget YE 12/31/18
Revenues			
Dues & Initiation Revenues	\$1,300.00	\$10,400.00	\$11,700
ABM Registrations	1,350.00	1,350.00	1,800
ABM Sponsorships			
General Meeting Guest Registrations			
Education Programs			
<i>Total Revenues</i>	<i>2,650.00</i>	<i>11,750.00</i>	<i>13,500</i>
Expenses			
Education Programs			
Executive Secretary Services			1,000
Professional Services		4.50	4
Hemsley Award Expenses			
ABM Expenses	2,399.89	2,399.89	3,000
General Meetings			5,000
Webinar Services			240
Credit Card Processing Fees	23.98	23.98	360
Newsletter			
Office Supplies			100
Postage			50
S I Guidelines			
Stationary & Printing			
Taxes & Licenses			20
Website	9.95	19.90	400
<i>Total Expenses</i>	<i>2,433.82</i>	<i>2,448.27</i>	<i>10,174</i>
Net Reserves/(Losses)	\$216.18	\$9,301.73	\$3,326

Month Ended
February 28, 2018